

**EXHIBIT “A”**

**Proposal to the  
City of Coconut Creek  
for Re-Districting Study of City Commission District Boundaries**

**Scope of Services**

**(An Addendum to the Agreement executed between RRS and the City)**

**Submitted by:**

**Ronald R Schultz, PhD  
Professor Emeritus  
Department of Geosciences**

**James Gammack-Clark, M.A., Ph.D. Candidate  
University GIS Instructor  
Department of Geosciences**

**Michael Stamm Jr., MURP  
Adjunct Faculty  
Department of Urban and Regional Planning**

**Charles E Schmidt College of Science  
Florida Atlantic University**

## Scope of Services

### (An Addendum to the Agreement executed between RRS and the City)

As a Project Team, we propose undertaking the following activities for the City of Coconut Creek. These activities are in response to the City's interest in redistricting the City Commission's current (Jan 2026) districts.

#### Project tasks:

- **Establish criteria and process:**
  - City Charter and other requirements: The Project Team will review City Charter requirements and other legal documents having a bearing on the redistricting process.
  - The Project Team will assist the City appointed Re-Districting Board in developing a recommended Re-Districting of City Commission Districts for consideration by the City Commission.
  
- **Data collection:**
  - Project Team to provide
    - 2020 US Census Data (PL 94-171)
    - Base GIS layers
  - City to provide
    - Requested GIS layers
    - Municipal boundaries
    - Current Commission District boundaries
    - Neighborhoods and subdivision boundaries
    - Communities or areas of Interest boundaries
    - Location and size (number of housing units) of new residential developments not counted in the 2020 US Census. This will involve analysis of Certificates of Occupancy issued since the 2020 US Census and expected new completions by an agreed upon date.
  
- **Base map creation:**
  - The Project Team will create an initial base map.
  
- **Current Commission District analysis:**
  - The Project Team will evaluate the current Commission Districts based on 2020 US Census data and population estimates/projections based on new developments since the 2020 US Census and provide a written First Report to the Re-Districting Board at its First Meeting.

- At this First meeting members of the project team will engage the Re-Districting Board in a discussion of the implications of the City's 2026 population geography and the reduction from 5 to 4 commission districts. Board guidance/concerns will be sought and considered in the forthcoming development of alternative map options.
- **Creation and presentation of redistricting options:**
  - The Project Team will submit a Second Report to the Re-Districting Board at its Second Meeting describing up to three (3) map options/alternatives and the considerations underlying those options. These alternatives will be developed guided by the Board's input at the previous (First) meeting. This Second Report will include the analysis of the current districts presented previously.
  - It is anticipated that at its Third Meeting, the Re-Districting Board will choose a preferred Alternative.
  - At the Fourth Re-Districting Board meeting the formal adoption and transmission of its recommendation to the City Commission should be made.
  -
- **Adoption:**
  - If requested, one or more members of the Project Team will attend two (2) Commission meetings at which the Re-Districting Board's recommendation is presented and considered.
  - Following adoption, the Project Team will provide a GIS layer of the approved districts.

### **Additional services:**

- Additional services not included within the scope of this proposal:
  - Additional Board or City Commission meetings
  - Additional re-districting map options
  - Review of outside maps
  - Expert testimony
- Additional services will be billed on an hourly basis

### **Criteria/guidelines for determining local government election districts:**

- **Population equality:**
  - Districts should have approximately the same number of residents when all persons, regardless of age or other characteristics, are counted. The ideal district size is based on the total resident population divided by the number of districts.
  - Redistricting should adhere to Section 2 of the Voting Rights Act of 1965, as amended and interpreted through case law. This criterion requires that minority population clusters be respected in the development of district boundaries. Arbitrary dilution and other discriminatory practices are prohibited.

- **Geographic criteria:**

- Follow major natural and manmade boundaries to the extent possible in defining boundaries of Commission districts.
- Maintain the integrity of communities of interest based on race, life cycle/age, income, and other community identity characteristics.
- Maintain/seek district compactness and spatial contiguity to the extent possible given the geographic shape of the city.
- Minimize the degree of change in pre-existing patterns of districts, to promote continuity of citizen identification with a district. Changing the number of districts from 5 to 4 challenges this guideline.

**Florida Requirements:**

- Redistricting should adhere to Florida's Fair Districting Amendment that forbids gerrymandering for special purposes.
- Redistricting should meet a recent Florida Statute: F.S. 166.0321 that forbids considering the home location of current Commissioners or declared candidates.

## **Project Team:**

The project team consists of three professionals:

- Ronald R Schultz, Ph.D., Professor Emeritus, Department of Geosciences
- James Gammack-Clark, M.A., Ph.D. candidate, University Instructor, Department of Geosciences
- Michael Stamm, Jr., MURP, Adjunct Faculty, Department of Urban and Regional Planning

The Project Team's previous redistricting experience includes (we have attempted to provide a complete list of dates for the county and city redistricting projects, but not for the districting analyses):

- **County and county-level redistricting:**

- Broward County Board of Commissioners (2001-2002; the project commenced but was not completed as the County decided to go in another direction)
- Broward County League of Women Voters nine-member commission study and recommendation (1985)
- Broward County School Board, school attendance boundaries (1980s)
- Okeechobee County (1992)
- Palm Beach County Board of Commissioners (2002)
- Palm Beach County, Charter Review Committee study (1986)
- Palm Beach County School Board, school attendance boundaries (1980s)

- **City redistricting (several of these cities underwent rapid expansion and so required relatively frequent redistricting):**
  - City of Boynton Beach (2011, 2022)
  - City of Coconut Creek (1983 [initial districts], 1984, 1985, 1987, 1989, 1993, 1997, 2000, 2003, 2008, 2013, 2018)
  - City of Cooper City (2021)
  - City of Deerfield Beach (1988 [initial districts], 1992, 1996, 1999, 2004, 2024)
  - City of Fort Lauderdale (2022)
  - City of Greenacres (2022)
  - City of Hollywood (2012, 2022)
  - City of Lake Worth Beach (2023)
  - City of North Lauderdale (1984 [initial districts], 1989, 1992, 1997, 2001, 2003, 2008, 2012, 2022)
  - City of Parkland (1988)
  - City of Pembroke Park (2002, 2025/6)
  - City of Pembroke Pines (2003, 2007, 2011, 2022)
  - City of Riviera Beach (2023-2024)
  - City of Tamarac (2022)
  - Town of Lauderdale-by-the-Sea (early 2000s)
  
- **Districing analyses separate from those listed above:**
  - City of Cooper City
  - City of Greenacres
  - City of North Lauderdale (2016)
  - City of Tamarac
  - Palm Beach County Office of the State Attorney, 15<sup>th</sup> Judicial District Community Based Prosecution Districts (1993-1994)
  - South Broward Drainage District
  - Town of Manalapan
  - Village of Bal Harbour (2010 and 2013)

**Cost:**

Analysis of Current Districts, Preparation of Redistricting Plans/Maps, Attendance/Presentations/Written Reports at Re-Districting Board Meetings and, if requested, Commission Meetings: \$29,600.  
 Additional services: \$170 per person hour.